



Position:	HR Generalist
Status:	Full-time
Location:	Winnipeg Branch
Posting Closes:	Until Filled
Salary Grade:	6 (\$58,000 - \$69,600)

Me-Dian Credit Union is the first Indigenous full-service financial institution to be founded in Canada. Our mission is to provide Financial Services for First Nations, Métis, and Inuit Peoples. We are responsive to the needs of members, no matter where they live or how they choose to access our services. If you are interested in becoming a part of a dynamic and diverse team working in a fast-paced and rewarding career, please consider applying for this opportunity!

Why Work with Me-Dian Credit Union?

At Me-Dian Credit Union (MCU), we are proud to offer a supportive, inclusive, and community-focused workplace rooted in Indigenous values. Our team enjoys a wide range of meaningful benefits, including:

- **Competitive Rewards** – Base salary with eligibility for additional variable compensation based on individual and organizational performance.
- **Comprehensive, Above-Standard Benefits Program** – Includes no deductibles for health, dental, and vision coverage, along with counselling and mental health resources.
- **Exclusive Staff Financial Benefits** – Opportunity for 1% interest rate on loans and mortgages after 12 months of employment with MCU, along with a free Staff Account and discounted Staff Rates for MCU banking needs.
- **Employee Assistance Program (EAP)** – Confidential support services for personal or work-related challenges, available to employees and their families.
- **Pension Matching** – Invest in your future with our competitive pension matching program.
- **Fitness Reimbursement Program** – Support for maintaining an active lifestyle through eligible gym/fitness memberships and activities.
- **People-first culture** – We value an inclusive and supportive environment, offering cultural awareness sessions, events, and team-building activities.
- **Opportunities for Advancement** – Professional growth through training, mentorship, and career development pathways.

A day in the life as an HR Generalist:

Reporting to the CEO, the HR Generalist oversees both strategic and day-to-day human resources functions to support effective and efficient business operations. This role manages the full employee lifecycle, including recruitment, onboarding, employee relations, performance management, training and development, and compensation and benefits administration, while ensuring compliance and alignment with organizational goals. The HR Generalist plays a key role in fostering a positive workplace culture, strengthening employee engagement, and supporting leadership in building a growing organization.

Phone: (204) 943-9111

Fax: (204) 942-3698

Email: HumanResources@mediancu.mb.ca

303 Selkirk Avenue

Winnipeg, Manitoba

R2W 2L8

“Remembering the Past – Creating our Future”

Duties and Responsibilities:

- Participate in development of HR objectives and systems, including metrics, queries, and ongoing reports.
- Handle all administrative tasks for onboarding, new-hire orientations, and exit interviews, including data entry in human resource system and audits for accuracy and compliance.
- Assist in administering benefits, compensation, and employee performance programs.
- Suggest new procedures and policies for improving employee experience as well as the efficiency of HR department.
- Ensure compliance with local and national regulations and applicable employment laws and update policies and procedure when necessary.
- Provide a dedicated and effective advisory service to employees that covers absence and health issues, conduct and capability, grievances, organizational change, and all other employee-relations matters.
- Assist in the communication, interpretation, and upkeep of employee handbook, employee directory, and organizational chart, and contribute to policy development.
- Be the primary backup for payroll processing, including regular updates to employee files, bonus/incentive pay, vacation/sick pay, expense reimbursements, and benefits changes.
- Natural flexibility in handling day-to-day routines as well as surprises, including administrative support as needed including scheduling/booking appointments, meetings, and events. Ensure organizational efficiency by cultivating relationship with internal/external vendors.
- Respond to requests and questions about MCU operations including managing aspects of space/infrastructure planning including implementing preventative measures for potential issues

What are we looking for:

- Formal Post-Secondary education in Business Administration OR 5 years of relevant experience in HR. A combination of education and experience may be considered.
- Ability to maintain the confidentiality of sensitive and private information.
- Aptitude for problem-solving and thorough knowledge of HR procedure and policies.
- Strong time-management and people skills, high degree of flexibility, and excellent multitasking ability.
- Proficiency in software tools including MS Office, and internet applications.
- Excellent verbal and written communication skills to liaise with members, employees, and cross functional teams.
- Strong commitment to teamwork with the ability to work collaboratively in a team-based organization.
- Community focused, whether our own community or other communities.
- Effective organizational and time management skills.
- Ability to work under minimal supervision, within a highly regulated environment.
- Ability to establish and maintain cooperative working relationships with and between individuals from diverse cultures and backgrounds.

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Working Conditions:

- Work Life Balance – 37.5 Hours Per Week
- Office Environment

Physical Requirements:

- At times, long periods on the phone
- Extended periods of sitting in office chair
- Extended periods with computer screen

If you are interested:

Please email your resume and cover letter to HumanResources@mediancu.mb.ca. We would like to thank all candidates interested, however only those selected for further considerations will be contacted for interviews.

We encourage First Nations, Métis, or Inuit to apply as Me-Dian Credit Union is dedicated to employing a diverse team to meet our member's needs.

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